



Traffic Education Data and Reporting System (TEDRS) GUIDE TO ONLINE ACCESS

School district staff, traffic education (TE) teachers, and Driver Examiners with the Montana Department of Justice can request online access to the following data forms and reports:

- **TE01 Program Application**- Due August 1 or before TE program begins.
- **TE03 Certification & TE04 Student Lists** – Enter Student names, birthdates, TELL permit info, and TE class dates. The printable Student List alphabetizes automatically and instructor and student names can be searched. The TE03 Certification is submitted to OPI online and student data is made available to Driver Examiners.
- **TE06 Year End Report** – Due before July 10 with program and budget information for annual August TE reimbursement.

USER NAME

You will need a user name and password to enter the Traffic Education reports. Send an e-mail to Patti Borneman at pborneman@mt.gov to set up your TE account. Include your name, email address, phone number, fax number, school district, and which Traffic Education reports you need access to. MAEFAIRS and Pupil Transportation users will use their existing login names once OPI assigns traffic education to their program options.

PASSWORD

The first time you try to access TEDRS, OPI will reply to your e-mail with instructions on how to log in. You will follow a link provided in this e-mail to establish your password for the first time. If you ever forget your password, you only need to click on "Forgot My Password," and a new temporary password will be emailed to you.

If you have any questions, please contact OPI staff below:

TEDRS Passwords: Mary Graff: (406) 444-3448
OPI Security Officer/ ITSS Help Desk
E-mail mgraff@mt.gov

TEDRS Assistance: Patti Borneman: (406) 444-4432
Traffic Education Program Specialist
E-mail pborneman@mt.gov